

# Procedure: 6.3.2p. (V. R.)

## TCSG Student Records Retention Schedule

**Revised:** May 7, 2018; September 10, 2001

**Last Reviewed:** October 17, 2018; May 7, 2018; June 23, 2005

**Adopted:** July 10, 2001



### I. PURPOSE:

The technical colleges shall maintain student records in accordance with state and federal record retention requirements to the maximum extent feasible. If TCSG or any of its member institutions receive notice of litigation or a complaint or charge filed with a state or federal agency, a litigation hold should be placed on relevant records and such records should be preserved and excluded from record retention schedules until the TCSG Office of Legal Services advises that the hold may be lifted. Relevant records may include records described in this procedure, in addition to records regarding complaints and actions taken on complaints that may be filed with TCSG, the colleges, and/or state and federal agencies.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

29 C.F.R. Part 38 – Workforce Innovation and Opportunity Act

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS: n/a

### V. ATTACHMENTS: n/a

### VI. PROCEDURE:

#### **(0415-001) Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)**

**Explanation:** This series documents the application process for individuals seeking admission to the college. Records may include but are not limited to digitized copies of: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, transcripts from other colleges, transcripts from high school, military documents, international student documents, and related correspondence.

**Record Copy:** Admissions Office

**Retention:** 3 years from the close of the applicable academic year.

**Citation or Reference:** 29 CFR 38.43.

**(0415-002) Admissions Records for Applicants Who Do Enroll In Classes (Accepted)**

**Explanation:** This series documents the application process for individuals seeking admission to the college. Records may include but are not limited to: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, military documents, and related correspondence. Foreign student admissions records are included in this series.

**Record Copy:** Admissions Office

**Retention:** Letters of Recommendation: destroy 3 years after close of year of student enrollment. All other records: 5 years after graduation or date of last attendance.

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule B, page 14; 29 C.F.R. 38.43.

**(0415-003) Student Tracking Records**

**Explanation:** This series documents student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in programs, and changes in grading basis. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for re-admission forms; change of program (within the college) forms; and grading basis (unsatisfactory/satisfactory) change forms.

**Record Copy:** Registrar

**Retention:** Withdrawal and Grade Change Forms: **Permanent**. All other records: 5 years after graduation or date of last attendance. Transfer to college archives for permanent retention

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-004) Academic Action Authorizations**

**Explanation:** This series documents actions taken by the college against a student, including dismissal, suspension, and demotion.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-005) Course Schedule Change Forms and Data**

**Explanation:** This series documents student requests to drop/add or withdraw from single class during the term.

**Record Copy:** Registrar

**Retention:** 3 years from the close of the applicable academic year.

**Citation or Reference:** 29 CFR 38.43.

**(0415-006) Original Grade Sheets/ Class Lists**

**Explanation:** This series provides instructional departments with an official record of students enrolled in courses taught and documents term end grades of each student.

**Record Copy:** Registrar and Academic Affairs Department

**Retention:** Student Information Database copy: Permanent.

**Citation or Reference:** 29 CFR 38.43.

**(0415-007) Class Schedules of Students**

**Explanation:** This series provides a list of the classes registered for by an individual student for a particular term.

**Record Copy:** Registrar

**Retention:** 3 years from the close of the academic year.

**Citation or Reference:** 29 CFR 38.43.

**(0415-008) Curriculum Change Authorizations**

**Explanation:** This series documents student requests to change their program of study.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-009) Fee Assessment Forms**

**Explanation:** This series documents the payment of fees for course fees, lab time, diplomas, commencement exercises, etc.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-010) Academic Standing Reports**

**Explanation:** This series documents student academic standing, including academic deficiency and the status changes of academically deficient students. Records may include – but not limited to: reports containing student names, grade point averages (GPA's), grade point deficiencies, and numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other colleges; academic honors and awards; and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** 3 years from the end of the academic year.

**Citation or Reference:** 29 CFR 38.43.

**(0415-011) Student Statistical Reports**

**Explanation:** This series documents student status and enrollment at the college. Records may include but not limited to: specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPA's of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics.

**Record Copy:** Registrar, Budgets & Planning

**Retention:** Permanent: Summary and annual reports, catalogs, commencement program, schedule of classes; degree statistics, and enrollment statistics; 3 years from the close of the applicable academic year for all other records

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule E, page 19; 29 CFR 38.43.

**(0415-012) Admissions Reports**

**Explanation:** This series provides summary information relating to student admission programs which may be used for control, planning or review. Records may include working papers; drafts; transitory reports; final reports; and related placement documentation. Typical report subject categories include the number of new students, advanced placement, and grade point averages.

**Record Copy:** Institutional Effectiveness Research & Planning, Admission Office, Knowledge Management System (KMS)

**Retention:** Transfer to college archives for permanent retention; Final reports: Permanent. All other records: 5 years  
**Classification:** Permanent  
**Citation or Reference:**

**(0415-013) Certification Records**

**Explanation:** This series documents the preparation of students earning degrees and/or certification through licenses or certificates to enter a profession and forms the basis of the initial certification of various professions. Records may include: applications for admission, registration for practicum and evidence of completion of practicum, transcripts,; and notice of completion of hours required for certification. Record Copy: Department or Academic Affairs

**Retention:** 5 years after initial certification application by student.  
**Citation or Reference:**

**(0415-014) Commencement Records**

**Explanation:** This series documents commencement program planning and implementation at the college. Records may include: commencement attendance forms; planning records and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** Commencement Programs: Permanent. 1 year for all other records.

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule E, page 19

**(0415-015) Diploma, Degree and Certificate Mailing Verification Records**

**Explanation:** This series documents students' requests to have diplomas, degrees, certificates, and other graduation records distributed to specific addresses Record Copy: Registrar

**Retention:** 1 year

**Citation or Reference:**

**(0415-016) Enrollment Reports**

**Explanation:** This series is used to provide the President's office with a record of enrollments which may be used for planning and research. Information contained in the reports includes student names and levels, grade point averages, demographic data, and academic majors.

**Record Copy:** Budgets & Planning, Registrar, Office of Institutional Effectiveness, Research and Planning

**Retention:** Permanent for final reports; 3 years from the close of the applicable academic year for all other records.

**Citation or Reference:** 29 CFR 38.43.

**(0415-017) Examinations, Tests, Term Papers, and Homework Records**

**Explanation:** This series documents student subject mastery in college courses. Records may include the grades of the following: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations.

**Record Copy:** Departments or Academic Affairs

**Retention:** 3 years from the close of the applicable academic year for grades relating to the applicable records. If a discrimination complaint has been filed by a student or a compliance review has been initiated relating to records subject to this section, all records must be maintained until 3 years after final resolution of the complaint or compliance review.

**Citation or Reference:** 29 CFR 38.43.

#### **(0415-018) Family Educational Rights and Privacy Act (FERPA) Documents**

**Explanation:** This series documents the process of student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** Student requests for nondisclosure of directory information, written consent for disclosure, and waivers of rights to access: Permanent or until terminated by student. All other records: Permanent

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule F, page 20

#### **(0415-019) Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records**

**Explanation:** This series documents public requests for information under the Freedom of Information Act received by the Registrar. Records include: written correspondence inquiries from the public received by the office; written and dated responses issued by the office; notes and memoranda made in drafting responses to these inquiries; and initials of officials approving release of the information.

**Record Copy:** Custodian of Records

**Retention:** 5 years.

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(0415-020) Grade Reports**

**Explanation:** The series documents grades received by students for the term. This is the record copy of reports distributed to students at the end of each term. Individual forms include: course numbers and titles; grades awarded; grade point average; student name; student identification number.

**Record Copy:** Registrar

**Retention:** 3 years after close of year of graduation or year of date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

#### **(0415-021) Grievance Records**

**Explanation:** This series documents grievances brought forward by students against the college which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. Record Copy: Appropriate academic division, Title IX Office, Record Custodian

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(0415-022) Independent Study Records**

**Explanation:** This series documents department approval for students to enroll in independent study courses.

**Record Copy:** Colleges, Departments, Registrar or Academic Affairs

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(0415-023) International Students Records**

**Explanation:** This series documents college assistance to international students who have been admitted to a academic program. These records primary concern college admissions, immigration issues, and other non-academic matters. Record Copy: Admissions, Registrar, or Academic Affairs

**Retention:** 5 years after graduation or date of last attendance and at least 1 year after final notice to Immigration and Customs Enforcement.

**Citation or Reference:**

**(0415-024) Internship Program Records**

**Explanation:** This series is used to provide a record of the administration of student internship, practicum and cooperative education programs. Programs may be within the college or off campus and for class credit and/or pay.

**Record Copy:** Colleges, Departments, Career Placement Services, Registrar and Academic Affairs

**Retention:** 5 years from date of graduation or last date of attendance

**Citation or Reference:**

**(0415-025) Change of Name Records**

**Explanation:** This series documents students or applicants name changes reported to the admissions or registrar's offices by students. Record Copy: Registrar, Admissions Office

**Retention:** 5 years after degree completed or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 17

**(0415-026) National Testing Records**

**Explanation:** This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include Scholastic Aptitude (SAT); American College (ACT); National Teacher Education (NTE); and Test of English as a Foreign Language (TOEFL). Record Copy: Testing Services

**Retention:** 5 years after testing date

**Citation or Reference:**

**(0415-027) Placement Records**

**Explanation:** This series documents the written reference history of a student to be forwarded to potential employers or other schools. Records may include: credentials records, release of information forms; reference letters; student teaching reports; professional program certificates; personal data sheets and resumes; and college interview forms.

**Record Copy:** Career Services

**Retention:** 3 years after close of applicable academic year.

**Citation or Reference:** 29 CFR 38.43.

**(0415-028) Placement Survey Records**

**Explanation:** This series documents the results of a placement survey conducted every two years of recent baccalaureate graduates Record Copy: Career Services Knowledge Management System

**Retention:** Permanent for reports; 3 years for all other records.

**Citation or Reference:**

**(0415-029) Prospective International Student Records**

**Explanation:** This series documents college assistance to international students who are considering attendance at the college. Records may include but are not limited to: letters of inquiry from prospective students; official replies to inquiries; completed applications and admittance forms; local data sheets; advisory notes; and related documentation and correspondence.

**Record Copy:** Registrar, Admission or Office of International Services

**Retention:** 3 years from the close of the academic year for which applied.

**Citation or Reference:** 29 CFR 38.43.

**(0415-030) Recruiters Records**

**Explanation:** This series provides a record of recruiter visits to the campus to conduct job interviews. Record Copy: Career Services

**Retention:** 2 years from date of record creation.

**Citation or Reference:**

**(0415-031) Residency Affidavits**

**Explanation:** This series documents declarations filed by students regarding state residency status which is critical for determining tuition status

**Record Copy:** Admission, Registrar, Financial Aid

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(0415-032) Services to Special Population Students Records**

**Explanation:** This series documents student participation in services to Special Population Students Program. Records may include but are not limited to: health professional evaluation reports; recommendations for student applicants; autobiographical essays; copies of applications for admission; copies of notices of admission; special admissions applications checklists; physicians' statements and letters of recommendation; counseling interview notes and referrals Record Copy: Services for Students with Disabilities or Special Population Services/Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(0415-033) Special Academic Programs Student Records**

**Explanation:** This series documents and tracks the application, admission, selection, and progress of college students participating in special academic programs serving, guiding, and aiding college students. This series consists of the individual files for students participating in special college programs which provide services ranging from counseling and tutoring to tuition waiver assistance. Programs may include but are not limited to: the English Language Institute (ELI) and American English Institute; Educational Opportunities Program (EOP); non-traditional student programs; Older Than Average Student Program and Adult Learners; National Student Exchange Program (NSE); Native American Science Program (NASP); University Exploratory

Studies Student Program (UESP); Study Abroad Program; Academic Learning Services (ALS); Peer Advising; and other special academic programs. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.

**Record Copy:** Administering units

**Retention:** 5 years for accepted and enrolled participants; 3 years from close of applicable year of denied admission and those applicants who never enroll.

**Citation or Reference:** 29 CFR 38.43.

#### **(0415-034) Student Activity Reports**

**Explanation:** This series provides a record of student statistics in a specific instructional department and is used to provide summary information which may be used for planning or review. This report may include but is not limited to: country of origin; degree(s) held and pursued; financial situation; gender and ethnicity; marital status; veterans status; academic standing and grade point averages; placement test scores; immigration status; and other data elements.

**Record Copy:** Colleges, KMS (Knowledge Management System Technical College System of Georgia Database)/Office of Institutional Effectiveness, Planning and Research

**Retention:** Until superseded or obsolete but in no case less than 3 years from close of applicable academic year or year of last attendance.

**Citation or Reference:** 29 CFR 38.43.

#### **(0415-035) Student Advising Records**

**Explanation:** This series is used to provide a record of a student's academic progress within a specific college program. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and are maintained for the convenience of the student academic advisors. Record Copy: Advising Academic Department of Academic Affairs

**Retention:** 5 years after graduation or date of last enrollment

**Citation or Reference:**

#### **(0415-036) Student Conduct Records/Disciplinary Action Records**

**Explanation:** This series documents academic dishonesty and conduct violations among students. Records may include but are not limited to: incidents reports; final reports; evidence; notification of allegation; Timely Notice Forms; Conduct-Pending, Conduct-Restitution, and Suspension Lists; Quarterly Security Reports; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; appeals documentation; and related documentation and correspondence.

**Record Copy:** Office of Student Affairs or Academic Affairs

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

#### **(0415-037) Student Development Transcripts Records**

**Explanation:** Series documents students participation in university clubs, organizations, honor societies and special academic programs; volunteer service in community organizations; and honors and awards received.



**Record Copy:** Judicial Advisor or Student Life Office

**Retention:** Permanent for transcripts; 5 years after last activity for all other records

**Citation or Reference:**

**(0415-038) Student Non-Disclosure Requests Records**

**Explanation:** This series documents the request by a student to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act.

**Record Copy:** Registrar

**Retention:** Life of underlying documents the student has asked not to be disclosed

**Citation or Reference:** Family Educational Rights and Privacy Act of 1974 PL 93-380, as American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule F, page 20

**(0415-039) Student Organization Administrative Records**

**Explanation:** This series documents the history, development, and policies of campus student organizations. Records may include: annual review forms; minutes; constitutions and bylaws; budget, bills, and resolutions, handbooks, scrapbooks, officer, and member rosters, and photographs Record Copy: Student Activities, Student Organization Advisors, Student Life Office

**Retention:** Permanent

**Citation or Reference:**

**(0415-040) Student Recruitment Records (Academically Disadvantaged and other)**

**Explanation:** This series documents effort of the departments to recruit students based upon disadvantaged status, academic performance, and other criteria. Records may include: prospects lists; interview and conversation notes; photographs; personal information forms and resumes; test scores; academic transcripts. Record Copy: Office of Student Affairs or Academic Affairs

**Retention:** 5 years

**Citation or Reference:**

**(0415-041) Supplemental Grade Report Records**

**Explanation:** This series documents grade changes submitted by instructors through the academic departments to the Registrar. Record Copy: Registrar

**Retention:** Permanent

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-042) Transcript Hold or Encumbering Authorization Forms**

**Explanation:** This series documents holds on transcripts and academic reporting information placed by the college for a number of reasons. This series consists of forms authorizing the holding of academic records and information until the subject of the academic record takes a specific action.

**Record Copy:** Registrar

**Retention:** 3 years from the close of year of release of the hold authorization

**Citation or Reference:** 29 CFR 38.43.

**(0415-043) Transcript Request Forms**

**Explanation:** This series provides a record of students' requests for transcripts to be sent to other colleges Record Copy: Registrar

**Retention:** 3 years from the close of the academic year during which the request was made.  
**Citation or Reference:** 29 CFR 38.43.

**(0415-044) Degrees Audits**

**Explanation:** This series documents student completion of degree requirements. Records may include: graduate audit form, work sheets; transcripts; and transfer course evaluations. Record  
**Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

**(0415-045) Department Student Files**

**Explanation:** This file contains the following documents related to the college's process of graduation certification: checklist for graduation, grade reports, student academic records, official change of grade forms, arts & sciences administrative notifications, request forms for permission to change colleges, letters of reference.

**Record Copy:** Academic Affairs Department

**Retention:** 3 years after close of year of graduation or date of last enrollment

**Citation and Reference:** 29 CFR 38.43.

**(0415-046) Specific Program Records**

**Explanation:** This series of documents addresses specific program admission requirements (i.e. immunizations, physical examinations, drug screens, criminal background checks, Motor Vehicle (MVR), psychological evaluations, etc.)

**Record Copy:** Academic Affairs Department

**Retention:** 3 years after close of year of graduation or date of last enrollment

**Citation and Reference:** 29 CFR 38.43.

**(0415-047) Borrower's Loan Records**

**Explanation:** This series documents and is a monitoring tool for all Perkins and National Direct Student Loans. This series consists of files for each borrower and may include: repayment schedules; statements of rights and responsibilities; records of actions taken. Record Copy: Student Loans

**Retention:** 3 years after close of academic year of loan repayment or assignment to U.S. Department of Education

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19 (E) (2-3)

**(0415-048) Borrower's Loan Records (Canceled)**

**Explanation:** This series documents Perkins and National Direct Student Loans that have been canceled because of bankruptcy, death or disability, bad debts, write-offs, and assignments. This series consists of files for each borrower. correspondence.

**Record Copy:** Financial Aid

**Retention:** 5 years after debt cancellation or assignment to U.S. Department of Education

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19 (E) (2-3)

**(0415-049) Credit Bureau Reports**

**Explanation:** This series documents holders of student loans that have been reported to credit bureaus. Record Copy: Student Loans

**Retention:** 4 years after collected or deemed uncollectible

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 29.518 (b) (E) (2-3)

**(0415-050) Federal Title IV Program and Institutional Records Explanation:** Records document eligibility to participate and school's administration of Federal Title IV and programs. Records include Institutional Program Participation Agreement; recertification; education program eligibility; accreditation reviews; and reports; audits and program reviews; and other records, as specified in regulation. Record Copy: Financial Aid

**Retention:** Agreements: 7 years after expiration. Records of borrower eligibility: 3 years after end of the award year borrower last attended college. Fiscal Operations Reports and Application to **participate:** 5 years after end of award year.

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 676.8, 34. C.F.R. 668.24

#### **(0415-051) FFELP and Direct Loan Records**

**Explanation:** Records relate to Federal Family Education Loan Program (FFELP) and Direct Loan Programs including but not limited to: eligibility (student and/or parent); application; disbursement records; promissory notes

**Record Copy:** Financial Aid

**Retention:** Eligibility records: 3 years after the end of the last award year the student attended. Participation records: 5 years after the end of the award year in which the records were submitted. **Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 682.201, 19, 34 C.F.R. 682.515, Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule H, page 23

#### **(0415-052) Federal Title IV Fiscal Records and Reports**

**Explanation:** Records document Federal Title IV Aid transactions, including receipt, management and disbursement of funds. Records of all Title IV program transactions; bank statements for all accounts continuing Title IV payments, cash disbursements, refunds, and repayments; general ledger (must be separate from school's other financial transactions) and related ledgers that identify each Title IV program transaction; Federal work-study payroll records; Annual Federal Fiscal Operations and Applications for Funds Report (FISAP). Records support data appearing on required reports: Federal Pell Grant Statements of Account; ED Payment Management system cash requests and quarterly or monthly reports; Title IV program reconciliation reports; audit reports and school responses; state grant and scholarship award rosters and reports; accrediting and licensing agency reports.

**Record Copy:** Financial Aid

**Retention:** 3 years after the end of the award year unless otherwise specified; FISAP exception: 3 years after the end of the award year in which the FISAP was submitted.

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 676.9, 34 C.F.R. 668.24

#### **(0415-053) Loan Activity Records**

**Explanation:** This series documents payments, adjustments, draw advances, address and status changes, cancellations, deferments, and postponements on borrower's accounts.

**Record Copy:** Student Loans

**Retention:** 3 years after close of year in which loan is paid

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19, 2-3

**(0415-054) Pell Grant Reports**

**Explanation:** This series consists of copies of summary reports submitted to the Pell Grant Scholarship program on a routine basis. Reports are submitted on OMB 1840-0540 and summarize money awarded, received and disbursed, the balance remaining, and dates.

**Record Copy:** Financial Aid

**Retention:** 5 years after audit

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 668.24, 34 C.F.R. 690.2

**(0415-055) Perkins Loan Program Records**

**Explanation:** Records relate to Perkins Student Loan, National Direct Student Loan, and Nursing Loan; and show each borrower's payment history (showing date and amount of each repayment) and amount of each repayment credited to principal, interest, collection costs, and penalty or late charges. Documentation of each contact with borrower or endorser in collection of overdue loan, including date, nature, result of the contact, and copies of all correspondence, collection agency reports, and litigation records.

**Record Copy:** Student Loans

**Retention:** 5 years after the end of the award year for which aid was awarded and disbursed for records relating to the administration of the loan; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19(e), Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule H, page 23

**(0415-056) Student Financial Aid Records**

**Explanation:** Records document student eligibility common to all Federal Title IV Aid Programs. May include, but not limited to: Student Aid Report (SAR) or Institutional Student Information Report (ISIR) used to determine eligibility; documentation of need and eligibility for Title IV funds; Cost of attendance information; documents used to verify applicant data; required student certification statements and supporting documentation; documentation of all professional judgments decisions; financial aid history information for transfer students; documentation of student's satisfactory academic progress; documentation of amount, date, and basis of all refund and repayment calculations for a student (last dates of attendance, grade rosters); and documentation of outside resources.

**Record Copy:** Financial Aid

**Retention:** 3 years after the close of the year in which the aid is awarded

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 34 C.F.R. 668.24, C.F.R. 674.18, C.F.R. 676.19, . C.F.R. 682.215), Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule H, page 23

**(0415-057) Student Loan Check Request Lists**

**Explanation:** This series documents loan disbursements made to students. This series consists of quarterly lists of loan checks issued from either the Controllers Division or the college Business Manager's Revolving Fund.

**Record Copy:** Student Loans

**Retention:** 4 years

**Citation or Reference:**

**(0415-058) Student Loan Payment Coupons**

**Explanation:** This series documents payments made by holders of student loans. This series consists of payment coupons which accompany each quarterly or monthly payment made to the student loan office.

**Record Copy:** Student Loans

**Retention:** 4 years

**Citation or Reference:**

**(0415-059) Student Promissory Notes**

**Explanation:** This series consists of the promissory notes for student loans negotiated for the current academic year. The notes become part of the borrowers' loan records at the end of the academic year.

**Record Copy:** Student Loans

**Retention:** 5 years after repayment

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19, 24 C.F.R. 674.31

**(0415-060) Work Study Program Administrative Records**

**Explanation:** Series documents the administration of the Federal Work Study program at the college. Records include: job descriptions; award letters; pay rate change notices and related correspondence.

**Record Copy:** Financial Aid

**Retention:** 3 years after close of the end of the award year for which the aid was awarded

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 675.19, Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule H, page 23

**VII. RECORD RETENTION:**

As described in this procedure.